

*Please Check One*	
<input type="checkbox"/>	New Application
<input type="checkbox"/>	Change of Owner
<input type="checkbox"/>	Change of Address
<input type="checkbox"/>	Change of Business Name
<input type="checkbox"/>	Home Occupation

**BUSINESS LICENSE APPLICATION  
CONTRACTOR/SUB-CONTRACTOR  
CITY OF AUBURN  
1225 Lincoln Way, Room 1, Auburn, CA 95603  
(530) 823-4211, Ext. 114**

Obtaining a business license does not relieve your obligation to comply with planning, fire and other regulatory codes. If application covers a business that will be operated in the city limits of Auburn on a seasonal basis but from a permanent location, future licenses must be obtained on an annual basis. (Auburn Municipal Code Sec. 3-1-105)

NAME OF BUSINESS \_\_\_\_\_ BUS. PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ HM. PHONE \_\_\_\_\_

BUSINESS LOCATION ADDRESS \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ MANAGER'S NAME \_\_\_\_\_

OWNER'S HOME ADDRESS \_\_\_\_\_

DATE BUSINESS TO START \_\_\_\_\_ BUSINESS TYPE \_\_\_\_\_

☐ New Business ☐ Existing Business (new owner)

Type of Ownership: ☐ Private ☐ Corporation ☐ Partnership ☐ Limited Liability Partnership

Please list corporation officers or partners names and address:

		Tenant Square Footage
_____	_____	_____
_____	_____	_____

Driver's License # \_\_\_\_\_

FEIN # \_\_\_\_\_ SEIN # \_\_\_\_\_  
(Federal Employer ID) (State Employer ID)

State Board of Equalization # \_\_\_\_\_ Contractor's License # \_\_\_\_\_

Annual License Requested? ☐ Yes ☐ No

Hazardous Materials Storage Disclosure: ☐ Filed ☐ Not Applicable

SIGNS: ☐ No sign ☐ Use existing sign (no changes) ☐ Modify existing sign ☐ New sign

I DECLARE OF MY OWN PERSONAL KNOWLEDGE THAT THE FOREGOING IS TRUE AND CORRECT.

Date of Application: \_\_\_\_\_ Signature of Applicant or Representative \_\_\_\_\_

The following clearances are required, when applicable and as indicated, prior to issuance of the Business License:

<input type="checkbox"/> Comm. Dev. Dept. _____	<input type="checkbox"/> Police Dept. _____	<input type="checkbox"/> Airport _____
<input type="checkbox"/> Health Dept. _____	<input type="checkbox"/> Building Dept. _____	<input type="checkbox"/> Airport Liability Ins. _____
<input type="checkbox"/> Fire Dept. _____	<input type="checkbox"/> Public Works _____	<input type="checkbox"/> Airport Min. Stds./Access Fees _____
<input type="checkbox"/> Non-profit papers (copies needed) _____	<input type="checkbox"/> Hazard Mats Form _____	<input type="checkbox"/> Underground Storage Tank Disclosure _____
	<input type="checkbox"/> City Manager _____	<input type="checkbox"/> Workers Comp _____

Date \_\_\_\_\_ Category \_\_\_\_\_ Industry Code (SIC) \_\_\_\_\_

# CONTRACTOR/SUB-CONTRACTOR BUSINESS LICENSE INFORMATION

## ANNUAL

A City of Auburn Business License may be issued annually on a fiscal year basis. The fiscal year begins July 1 and ends June 30. The Business License fee for the fiscal year is \$110.00.

## QUARTERLY

A City of Auburn Business License may be issued on a quarterly basis. The periods for each quarter are as follows:

1 <sup>st</sup> Qtr	-	July 1	-	September 30
2 <sup>nd</sup> Qtr	-	October 1	-	December 31
3 <sup>rd</sup> Qtr	-	January 1	-	March 31
4 <sup>th</sup> Qtr	-	April 1	-	June 30

The Business License fee per quarter is \$ 33.00. A Business License for one, two, or three quarters may be issued.

## NOTE:

All fees collected must represent a Business License issued during a given fiscal year. Therefore, an annual business license in the amount of \$ 110.00 would be issued during the first quarter only.

A quarterly license may be obtained for individual quarters in which construction work is performed in the City of Auburn; however, cannot be purchased in advance of the upcoming year.